

**AIRPORT AUTHORITY**  
**REGULAR MEETING MINUTES**  
**October 4, 2021**

10/4/2021 - Minutes

1. CALL TO ORDER & ROLL CALL

**Members Present:** Herb Gillis, Chuck Clegg, Fred Halde, Clarke Gerard, Barbara Pelisek

**Staff Present:** Jennifer Nanek, City Clerk; Amanda Kirby, Airport Authority

Clark Gerard, Chair, called the meeting to order.

2. Minutes - August 2, 2021, September 13, 2021

Herb Gillis made a motion to approve the regular meeting minutes of June 7, 2021 and August 2, 2021 and the workshop minutes of September 13, 2021. The motion was seconded and unanimously approved.

3. COMMUNICATIONS AND PETITIONS

4. AIRPORT ACTIVITIES MONTHLY REPORT

Amanda Kirby reviewed the report for September.

[Begin September Activities Report]

**City of Lake Wales- AIRPORT ACTIVITIES REPORT**  
**September 2021**

- Jet-A Gallons Delivered/ Sold: 223.3 @ \$3.70= \$5,621.66
- 100LL Gallons Delivered/ Sold: 5,621.66 = \$23,610.93
- Hangar Rent Collected: \$7,707
- JumpFL Building Rent: \$3,590
- Fun Flight Training Rent: \$64.06
- Tie Down Fees Collected: \$85
- Jump Florida: Paid Jumpers 115 x \$1.00= \$110  
\*Jump fees will be displayed as the previous month based on collection\*
- Aviator PPG: Paid Students 6 x \$50= \$300
- Number of Take Offs and Landings for the Month:

Single Engine	895
Multi Engine	21
Helicopter	12
Military	0
Business Jet	2
Ultralight & Light Sport	75
Total	1,005

• Special Events: N/A

[End September Activities Report]

Ms. Kirby said that soon Jump Florida will buy their fuel from us so fuel sales will go up. They will soon sign new operating and lease agreements if approved tomorrow night by the City Commission. A question was asked what margin we are giving them. Ms. Kirby said .25 more than the City pays.

Chuck Clegg asked how much more other people pay for Avgas. Ms. Kirby said it used to be \$1 now due to the pandemic and high prices its .74. Jet A is low still so its about \$1.

Barbara Pelisek asked why Jump Florida would agree to buy all the gas from us. Ms. Kirby explained that we are allowing them to build a hangar and lowering jump fees. In the long run this is more money for the City. Ms. Kirby will send around copies of the final signed agreements for review.

Herb Gillis asked will this arrangement help us get Fuel trucks? Ms. Kirby said yes. We will get fuel trucks before the new fuel farm. They will be needed when the pumps are inaccessible.

Chuck Clegg asked if Jump Florida will still use the building they are in. Ms. Kirby said yes. The new building will be mostly for maintenance which will be a service available to other planes. Mr. Clegg asked if they will still pay rent. Ms. Kirby said yes although the agreement will be restructured and the entrance will be redone.

The Chair asked when these new agreements will go into effect. Ms. Kirby said they will be approved tomorrow night so the 1st of November.

Barbara Pelisek asked if this is a good deal for us losing jump fees for fuel sales. Ms. Kirby said yes as they buy several thousand gallons of gas a week. She reviewed the details of the agreement with Jump Florida.

Fred Halde asked what the closest Airport with a comparison arrangement. Ms. Kirby said Zephyrhills is closest and a few others south of us.

## 5. AIRPORT UPDATES

Ms. Kirby said the link to the last User Group meeting was sent around. The next one will hopefully be in person but is not scheduled yet.

**East Apron Construction:** Ms. Kirby reported that we do not have a start date yet. This will be done in phases so the fuel will be shut down for awhile. We will have fuel trucks to provide fuel during this time.

**Wildlife Assessment** Ms. Kirby said that this is complete but she hasn't gotten a final report yet. She will share it when received and we can go over it at a future meeting.

**Master Plan** Ms. Kirby gave an update and will send out an email for the next scheduled meeting.

Ms Kirby reported on the One Up Adventures business that Travis Burns is running mostly out of his house. He will now have an operating agreement with City at Airport. She reviewed the terms of the agreement. His business is allowed by the FAA but he can't operate out of the hanger according to the t-hangar lease agreement. After the master plan is complete this could change.

Barbara Pelisek asked if PPG area is on of the first things on master plan. Ms. Kirby said she hopes so. That and hangars. She said that Wilbur at Hoyle Tanner agrees.

Barbara Pelisek asked who is responsible for the Safety at non-towered Airports? FAA? FDOT? Airport Manager? Ms. Kirby said she would look into this question but she thinks its a combined effort but will research this and see.

**Corporate Hangars** - Ms. Kirby said that construction is beginning and materials were delivered today.

Jennifer Nanek, City Clerk, reported that there will be a proclamation on tomorrow night's Commission agenda for General Aviation Month in October. The board is invited to be in the picture.

Fred Halde asked about the different plans regarding Master Plan ideas presented at the workshop? Ms. Kirby said to send Wilbur comments or questions. Questions can be asked at next Master Plan meeting. Mr. Halde asked Ms. Kirby her preference and she said we should start development on the East side. This would require the least amount of money. Its the easiest place to start. Chair said that he researched this and said an entrance from Acuff Rd is unlikely as CSX and GrowHealthy owns property there. These options were discussed

#### 6. BOARD MEMBER UPDATES

Chuck Clegg asked about AWOS as it wasn't working. The visibility and sky conditions are missing. Ms. Kirby will look into it and reset it manually tomorrow.

The need for an additional road to the airport was discussed.

Herb Gillis said he will discuss with Amanda Kirby about designating a calm wind runway at a later date.

#### 7. ADJOURNMENT

Next meeting is November 1, 2021. The meeting is adjourned.

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Chair

ATTEST:

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City Clerk